



Ethics Policy
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ETHICS POLICY

OVERVIEW

Organisation maintains certain policies to guide its associates with respect to standards of conduct expected in areas where improper activities could damage the Organisations reputation and otherwise result in serious adverse consequences to Organisation and to the associates involved. Organisation believes in high standard of professionalism and expects its associates to maintain high standard of ethics at all places of work.

SCOPE

This Ethics policy is applicable to all Interns, Employees, Contractors and Sub contractors (here in after referred to as associates) of Organisation.

POLICY

1. The purpose of this policy is to affirm, in a comprehensive statement, required standards of conduct and practices with respect to certain types of payments and political contributions.
2. An associate's actions under this policy are significant indications of the individual's judgment and competence. Accordingly, those actions constitute an important element in the evaluation of the associate for position assignments and promotion.
3. Correspondingly, insensitivity to or disregard of the principles of this policy will be grounds for appropriate management disciplinary action or subjected to corrective action, up to and including termination or expulsion.
4. It should be understood clearly by any/all associates of the ORGANISATION that they follow highest standards of moral behaviour.

EXAMPLES OF UNETHICAL PRACTICES INCLUDE, BUT NOT LIMITED TO

1. Act of giving, demanding and accepting any type of favour including money /material for any personal gain at the cost of Organisations reputation and loss.
2. Bringing political/religious influence/pressure on the management for favour to any associate or group of associates or outsiders.
3. Behaving in an inappropriate/unprofessional manner.
4. Using inappropriate language/signs verbally or in writing either at office or any workplace.
5. Any other immoral act while working in the office and or while on official tour/travel or any other Organisation/company's premises while on the Organisation's duty.

6. Leaking confidential information and/or technical knowledge of ORGANISATION, its customers, vendors, and partners without prior approval or authorization of the competent authority.

All such unethical activities will be considered and treated as immoral acts of the Organisation. The associates/associate involved in any unethical activity shall be subject to violation redressal policy as considered necessary.

VIOLATION REDRESSAL MECHANISM

1. Questions regarding the compliance to the stated policy should be directed to the C.E.O/Director.
2. Associates are encouraged to report violation or any issues that are related to the policy with the respective manager or with the C.E.O. / Director.
3. There would be a disciplinary process for any associate/ associates who violate ORGANISATION policy and procedures. Action taken would include, but not limited to:
 - Verbal or written reprimand
 - Referral to appropriate counselling
 - Withholding of a promotion based on behavioural issues
 - Termination of employment (suspension / termination as per the agreement clauses and as deemed fit in the interest of the Organisation).

EFFECTIVE DATE:

This policy comes into force from-1st JAN 2009.